



Motor Vehicle Commission

Trenton, New Jersey

STATE OF NEW JERSEY

TO ALL COMMERCIAL BUS AND LIMOUSINE DRIVERS THAT HOLD A PASSENGER P ENDORSEMENT ON THEIR CDL **NOT FOR SCHOOL BUS OR HAZMAT DRIVERS**

The Motor Vehicle Commission has commenced a live fingerprint scanning initiative to streamline Criminal background checks required for commercial operators transporting passengers for hire. The successful completion of a criminal background check is a legal requirement as a condition for licensure. Therefore, as part of your application and issuance process, it is required that all potential applicants schedule an appointment with the states fingerprint vendor SAGEM MORPHO, INC.

To schedule an appointment you need to call the toll free number **1-877-503-5981** and make an appointment to have your fingerprints scanned at an established site. You may also schedule your appointment via the Internet at SAGEM MORPHO's web site WWW.bioapplicant.com/nj. **ONLY CALL THIS NUMBER OR VISIT THIS WEB SITE IF YOU NEED TO SCHEDULE FINGERPRINTING FOR A PASSENGER ENDORSEMENT.** Please complete the applicant information on the back of this letter. Though certain information is already filled in, you will need to supply the requested information in blocks 7 thru 26. Block 7 is your driver license number which will be used as your Agency Case Number. Blocks 9, 10 and 11 is your name which must appear as it does on your driver license. Please have this form completed and present it along with the proper identification as noted on the back of this letter.

In addition when you schedule your appointment you will be asked to provide the following internal identification numbers.

ORIGINATING AGENCY REFERRAL NUMBER (ORI)	NJ 920530Z
AGENCY CASE NUMBER	Your DL #
CATEGORY	MVS
DOCUMENT TYPE	RS 1
STATUTE	39:3-10.1 SPECIAL LICENSE PASSENGER FOR HIRE

After supplying this information you will be required to make payment of \$51.00 to cover all required background checks and vendor fees. Only after payment is made will you be scheduled for an appointment at one of the electronic scan sites. Visa, MasterCard or money orders are acceptable forms of payment. No cash or personal checks will be accepted. If paying by credit card, you will receive you scheduled time and place for fingerprinting immediately. If paying by money order, your time and place will be scheduled only after Sagem Morpho, Inc receives your mailed in payment. Please make money orders out to SAGEM MORPHO, INC.

Please note: School bus and HazMat drivers are required to comply with different fingerprint procedures and notices issued by the Department of Education and the Transportation Security Administration. In addition fingerprint-scanning fees differ between School Bus, Commercial Bus and HazMat Drivers. Also, all Limousine Drivers must be fingerprinted under NJSA 48:16-22.3A. Failure to present the proper form or pay the appropriate fee would require the applicant to submit to an additional background check and another fee payment. Please be sure you have the correct fingerprint application form. No refunds will be issued if the incorrect fingerprint application is used.

If you have any questions concerning this procedure, please contact the Motor Vehicle Commission Commercial Bus Unit at 609-292-7500 ex 5039.

IMPORTANT: PLEASE BRING THIS LETTER AND PHOTO IDENTIFICATION WITH YOU WHEN YOU APPEAR TO BE FINGERPRINTED AT YOUR SCHEDULED TIME. AT THAT TIME YOU WILL RECEIVE A RECEIPT FROM THE STATE VENDOR. PLEASE BRING THIS RECEIPT OR COPY THEREOF WITH YOU TO A MVC AGENCY WHEN APPLYING FOR A CDL PASSENGER ENDORSEMENT. REMEMBER THIS FORM IS ONLY TO BE USED FOR FINGERPRINTING TO RECEIVE A PASSENGER ENDORSEMENT.

REV 3/08



(1) Originating Agency Number (ORI #) NJ920530Z	(2) Category MVS	(3) Statute Number 39:3-10.1
(4) Reason for Fingerprinting SPECIAL LICENSE/PASSENGER FOR HIRE		(5) Document Type RS1
(6) Payment Information \$51.00		(7) Contributor's Case # (ENTER DRIVERS LICENSE NUMBER) DL#
(8) Miscellaneous		

**** Important: Please see Acceptable ID Requirements below****

(9) First Name		(10) MI	(11) Last Name	
(12) Daytime Phone Number () -	(13) Social Security Number	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden Name (if married female)		(18) Place of Birth (State if US Citizen – Country for all others)		(19) Country of Citizenship
(20) Home Address				
Address		City	State	Zip
(21) Gender (Select one) Male Female Both	(22) Hair Color (Indicate most predominant color, one only)	(23) Eye Color	(24) Race (Select One) A Asian/ Pacific Islander (includes Asian Indian) B Black W White (Includes Hispanic/ Spanish Origin) U Unknown I American Indian / Alaska Native	
(25) Occupation	(26) Employer (Name) Employer Address City State Zip			

APPLICANT INFORMATION – READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. You MUST present this completed form at your appointment to be FINGERPRINTED. NO EXCEPTIONS ALLOWED. Applicants without forms or with incomplete forms will not be printed.

ACCEPTABLE ID REQUIREMENTS –ID MUST include Photo, Name, Address (Home/ Employer) and Date of Birth. Acceptable ID MUST be issued by a Federal, State, County or Municipal entity for Identification purposes. Examples of acceptable ID are: 1) Valid Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.

For applicants who are required to pay for their own fingerprinting fees, payment is required at the time of scheduling. Payment may be made with a credit card or electronic debit from a checking account. Remember your account will automatically be debited. An \$11 fee is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). All appointments can be canceled/rescheduled via the web without penalty if cancellation requirements are met. The \$11 fee will also apply for applicants who are turned away from the printing sites due to the inability to present proper ID, who fail to present this completed Universal Fingerprint Form provided to you by your requesting agency or employer, or who are turned away because information on this form does not match the information provided during the scheduling process. You will be refunded State and Federal search fees only.

Appointment scheduling is available via the web at www.bioapplicant.com/nj, 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting us toll free at (877) 503-5981 on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 noon EST. English and Spanish speaking operators are available. Hearing impaired scheduling is available at (800) 673-0353. ONLY applicants who schedule through the call center can make payment by money order at the fingerprint site. No other form of payment is accepted at the fingerprint site.

Your APPLICANT ID, Site, Date, Time of your appointment, and payment authorization will be confirmed by the call center agent or web confirmation when scheduling is complete. You must record this information in the appropriate blocks below while speaking with the operator. If you appear for fingerprinting at a site where you are not scheduled or on a different date and time, you will be turned away and not fingerprinted. If applicable, you may incur the \$11 appointment fee.

Your PCN number will be recorded when your fingerprinting has been completed. You MUST retain a copy of the form and a copy of the receipt provided to you by the Fingerprint Technician for your records. **NO RECEIPTS WILL BE PROVIDED AFTER THE DATE OF PRINTING.**

Applicant ID No.	Scheduled Site/ Date/ Time	PYMT Authorization	PCN
Agency Information #1		Agency Information #2	

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM